

GENERAL SCHEDULE FOR STATE AGENCIES

A General Schedule is a class of records retention schedule which governs the retention and disposition of specified records common to several or all public agencies. The *General Schedule for State Agencies* is approved by the State Archives and Records Commission and **must** be used by **state** agencies that participate in and utilize the state's uniform financial and personnel systems, Management Administrative Reporting System (MARS) and the Uniform Personnel and Payroll System (UPPS), respectively. **Agencies that do not utilize the uniform systems should contact the State Records Branch, Public Records Division, for guidance in making disposition of financial and personnel/payroll records.** The Miscellaneous Section of the General Schedule is applicable to all state agencies, including those that cannot use the Fiscal and Personnel and Payroll Sections. The General Schedule is used in conjunction with approved agency-specific retention schedules. The explanations and definitions provided below are designed to assist in the implementation of the General Schedule.

An Explanation of General Records

Official Correspondence is a permanent record which documents the major activities, functions and programs of an agency and the important events in its history. It is critical that official correspondence be preserved as it provides a record of policy evolution and formulation, how and why decisions are made, and the effect of those decisions upon an agency and its constituencies. Without official correspondence, we lose much of the understanding of the administration of an organization. Its retention, therefore, is crucial to the preservation of the administrative history of an agency. Official correspondence (M0001) must be transferred to the State Archives per instructions in the *General Schedule for State Agencies – Miscellaneous Records*.

The correspondence of the administrative head of an agency is one example of official correspondence.

General Correspondence is correspondence which is not crucial to the preservation of the administrative history of the agency. It is generally of a non-policy nature and without permanent value. It deals only with the general operations of the agency, operations which are better documented by other records maintained by the agency. General Correspondence (M0002) should be retained no longer than **two** years.

Publications and Reports

A state agency publication or report is any published material, regardless of format, which documents agency-related functions or activities, but does not include material issued for internal administrative use. Publications and reports

contain important facts and statistics about the operation of the agency and its policies and are retained permanently because they provide information, often in summarized form, which aids in understanding the administrative functioning of the agency.

Two copies of all publications of an agency must be forwarded to the Public Records Division's Publications Program when issued, as required in KRS 171.500 and by related Administrative Regulations. **One** copy of each publication should be kept permanently in the agency. Under no circumstances should all copies of publications be destroyed.

Special Studies and Reports not formally published also contain important facts and statistics about the organization, policies, and operation of the agency. **One** copy of each study or report (M0042) must be forwarded to the State Archives, per normal transfer procedures, and one copy should be retained permanently in the agency.

Minutes of Meetings

Minutes of meetings constitute proper documentation of essential agency transactions and organizational functions, as required in KRS 171.640.

Boards, commissions, councils, task forces, etc., which were established by statute or Executive Order, or which establish or administer policy are examples of entities for which minutes should be created. **One** copy of each set of minutes (M0008) should be retained permanently in the agency and **one** copy should be forwarded to the State Archives after each meeting, as specified in the *General Schedule for State Agencies – Miscellaneous Records*.

Recordings of meetings (M0049) from which minutes are prepared are retained for 30 days after the minutes have been transcribed and approved by the appropriate authority.

Fiscal Records

Summary records which provide a general picture of the fiscal operations of an agency must be kept permanently. Examples include: annual financial reports, operating budgets, audit reports, and some journals and ledgers.

Original and duplicate copies of source documents should be maintained as specified in the *General Schedule for State Agencies – Fiscal Records*.

Personnel Records

Departmental copies of personnel files may be destroyed five years after termination of employment in the agency. Termination of employment is defined

as “no longer an employee of state government.” If an individual transfers from one department to another, the personnel file will transfer as well to the new department. The master personnel file, or record copy, is retained by the Personnel Cabinet.

Unit duplicates of personnel files may be destroyed two years after termination of employment. All personnel files should be maintained as specified in the *General Schedule for State Agencies – Personnel and Payroll Records*.

Informational and Reference Materials

Informational and reference materials (M0018) are aids of a technical or non-technical nature used in the conduct of official business. The disposition for such materials is “destroy when no longer useful” to the receiving unit. Examples of informational and reference materials may include externally created brochures and publications, duplicate copies of memoranda which do not require action by the receiving unit, literature not related to day-to-day activities, and some tracking tools, such as logs.

Public Records Division Forms

All Public Records Division publications and forms should be maintained as specified in the *General Schedule for State Agencies – Miscellaneous Records*.

Records Retention and Disposition Terminology Used in the Schedule

Permanent Records

These are records which have been appraised by staff of the Department for Libraries and Archives and the agency’s Records Officer as having sufficient historical, informational, or evidential value to warrant their continued preservation beyond the time they are needed for administrative, legal, or fiscal purposes. Such records are preserved because they constitute evidence of an agency’s functions, policies, decisions, procedures, and operations. Generally, permanent records comprise 5% or less of an agency’s total records.

Fixed Retention Records

These are records with specific, fixed, retention periods, such as three years, six months, fifty years. The duration of a record’s administrative, fiscal, or legal value is defined by both agency use and state and federal requirements. Recommended retention periods are determined by KDLA staff and by an agency’s Records Officer during the scheduling process and are fixed and authorized when approved by the State Archives and Records Commission. To

realize economic benefits, agencies should destroy non-permanent records when retention periods expire, unless some legal action is pending.

Indefinite Records

The term “indefinite” is **not** a retention period and does **not** mean permanent. Indefinite means the period of time before the retention of the record begins. For example, the retention of the departmental copy of personnel records is five years, but the retention does not begin until the individual’s employment with the agency is terminated. In this case, the indefinite period is the time between creation of the record and termination of employment, which triggers the five year retention period. In the case of reference and informational material, the retention is determined by when the records cease to have value administratively, which could be one day, one month, or several years. The disposition instructions in the General Schedule explain the conditions under which indefinite records may be destroyed.

Auditable Records

Records of an agency which are subject to audit are those which relate to financial transactions or represent an audit trail. Audits may be fiscal, procedural or compliance in nature. When the word “audit” appears in the disposition column of the records retention schedule, it refers to state, federal, or internal agency fiscal, procedural or compliance audits.

Unless otherwise supported by Kentucky Revised Statutes or federal regulations specifying a longer period, the retention requirement for records subject to audit, as approved by the Auditor of Public Accounts, generally is **three** years. If an agency is aware of the need to maintain records longer than the standard three year period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records which have been identified as subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Vital Records

Vital records are defined as those records that are essential to the continued functioning of an agency during and after an emergency, as well as those records that are essential to the protection of the rights and interests of an agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a “(V)” and, generally, comprise less than 5% of an agency’s total records.

Confidential Records

While all records created by a public agency, using public funds and public employees in carrying out its official business, are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is a matter determined by the application of the state's Open Records laws and other relevant statutes, or federal regulations. Public inspection of confidential records is restricted.

Agency records which are considered to be confidential and to which a claim of restricted access can be supported by a proper citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority are identified in the retention schedule with a "(C)", plus the accompanying legal citation that restricts access.

Management Administrative Reporting System (MARS) Source Documentation

As recommended by the Finance and Administration Cabinet and approved by the State Archives and Records Commission, MARS source documentation for expenditures is to be retained by state agencies for eight years beyond the year in which the transaction was initiated. The majority of MARS-related records can be found in the Fiscal Section of the General Schedule. The retention and maintenance of original source documentation by state agencies began with the implementation of MARS July 1, 1999.

The eight-year retention period is necessary to ensure the following: 1) records are available to support transactions through two administrations; 2) all audits and investigations relating to the transactions have been completed; 3) source documentation is available during the preparation of state budgets; 4) agencies are in compliance with all state and federal retention requirements; 5) investigations of potential fraudulent transactions have been concluded; 6) information is available to document judgments and claims; 7) information is available for tax purposes; and 8) information is available in the event of legal action.



RECORDS RETENTION SCHEDULE

GENERAL SCHEDULE FOR STATE AGENCIES

Fiscal Records Section

Schedule Date: December 2003



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

Printed with State Funds

RECORDS RETENTION SCHEDULE

Signature Page

General Schedule for State Agencies

December 11, 2003

Agency

Schedule Date

Fiscal Records Section

Unit

Change Date

12/11/03

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

Chairman, State Archives and Records Commission

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

Appraisal Archivist

Date of Approval

State/Local Records Branch Manager

Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0001	Annual Financial Report File - (Provides an annual accounting of the financial status of an agency)	P	Retain in agency	
F0002	Operating Budget - (An agency's budget for a biennium, which has been approved by the General Assembly)	P	Retain in agency	
F0003	Budget Request File - (Documents requests for agency funding to be included in final, approved budget)	5	Destroy	
F0004	Budget Workpapers	5	Destroy	
F0005	Audit Report File	P	Retain in agency	
F0006	Journals and Ledgers - (Documents financial journals and ledgers that are maintained outside of the Advantage accounting system, a component of the Management Administrative Reporting System (MARS) - (Can be in a manual or an automated format not associated with MARS)	I	Destroy journals and ledgers created after July 1, 1999 eight years after the year-end financial close out, and audit. NOTE: Those created prior to July 1999 may be retained or destroyed upon determination of the State Archivist	
F0007	Contracts, Leases and Agreements - (Non-construction)	I	Destroy eight years after completion, termination, or expiration, and audit	
F0086	Capital Construction Contract File - (Original, signed contract)	I	Destroy eight years after completion of project, and audit	

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0010	Capital Projects Progress Payment Report File - (Records listing of payments to contractors during a capital construction project)	I	Destroy eight years after termination of contract, and audit	
F0087	Capital Construction Form SAS 5 - (Is used for the financial documentation of capital construction projects) - (Governor's Office for Policy and Management receives the original after processing by either the Finance and Administration Cabinet or individual agencies)	I	Destroy eight years after completion of project, and audit	
F0088	Capital Construction Specification File - (Architect/engineer's description and background of a project)	I	Destroy eight years after term of ownership ends	
F0135	Vendor Proposal/Price Quote File - (Documents vendor response to requests by agencies for goods and services)	I	Destroy eight years after termination of award or contract, and audit. Destroy those not accepted after contract has been awarded	
F0136	Vendor Sales Receipts/Sales Tickets/Invoices/Sales Slips - (Records provided by vendors to agencies at point-of-purchase)	I	Destroy eight years after transaction date, and audit	
F0137	Vendor Order Form for Goods or Services - (Consists of documents that are the basis for the generation of purchase orders)	3	Transfer to the State Records Center. Destroy after audit	5
F0138	Vendor Price Lists/Sales Catalogs - (Documents the sales price of products sold to agencies)	3	Transfer to the State Records Center	5

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0133	Vendor Complaint File - (Written complaint received regarding vendor products or behavior)	1	Destroy eight years after transaction date or termination of contract	
F0134	Vendor Payment Offset Justification File - (Documents the justification for offset actions to vendors or organizations)	8	Destroy after audit	
F0139	Warranty Record File - (Written assurances and guarantees related to the purchase of goods and services)	1	Destroy three years after end of warranty period	
F0011	Memorandum to Establish/Delete Accounts Closed Date: 7/1/99	3	Destroy after audit	
F0012	Authorization to Acquire Investments Closed Date: 7/1/99	3	Destroy after audit	
F0013	Inter-Bank Transfers Closed Date: 7/1/99	3	Destroy after audit	
F0089	Purchase Requisition/Order File - (Includes Request for Purchase, Purchase Requisition, Automated Purchase Requisition, Purchase Order, Notice of Agency Purchase, Advice of Change in Order, Advice of Emergency Purchase, and Miscellaneous Encumbrance Requisition)	3	Transfer to the State Records Center. Destroy after audit	5
F0022	Departmental Authorization for Payment and Receiving Report Closed Date: 7/1/99	3	Destroy after audit	
F0090	Voucher File - (Includes journal, pay-in and special vouchers)	3	Transfer to the State Records Center. Destroy after audit	5

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0091	Journal Voucher Workpapers	3	Transfer to the State Records Center. Destroy after audit	5
F0026	Warrants - (Documents the order for issuance of checks for distribution to appropriate vendors) Closed Date: 7/1/99	3	Destroy after audit	
F0056	Warrant on State Treasury - (Daily printout) Closed Date: 7/1/99	3	Destroy after audit	
F0057	Warrant - Voucher Register - (Monthly printout) Closed Date: 7/1/99	3	Destroy after audit	
F0027	Sales Receipt/Cash Register, Tape/Sales, Ticket/Sales, Slip/Invoice, Agency-to-Agency Sales File	1	Destroy eight years after transaction date, and audit	
F0028	Request and Authorization for Refund - (Documents the issuance of a refund to a payee to correct a payment made in error) Closed Date: 7/1/99	3	Destroy after audit	
F0029	Loss Claim File - (Documents that a loss or damage has occurred to property owned or leased by the Commonwealth) Closed Date: 7/1/99	3	Destroy after audit	
F0031	Multi-Program Cost Distribution File - (Documents funds circulated within an agency to pay vendor charges utilized by several organizational units) Closed Date: 7/1/99	3	Destroy after audit	
F0032	Agency Allotment Adjustment Request File - (Documents the formal request to adjust the amount of an agency's scheduled allotment)	2	Transfer to the State Records Center. Destroy after audit	3

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0034	Inter-Account Bill - (Documents billing for or payment to agencies for services or goods received) Closed Date: 7/1/99	3	Destroy after audit	
F0035	Request for Delivery on Contract Closed Date: 7/1/99	3	Destroy after audit	
F0036	Agency Request for Quotation - (Documents the request for price quotations for supplies or equipment, prior to ordering) Closed Date: 7/1/03	3	Destroy after audit	
F0041	Central Stores Requisition - (Documents requests for supplies) Closed Date: 7/1/99	3	Destroy after audit	
F0042	Central Stores Order and Voucher Closed Date: 7/1/99	3	Destroy after audit	
F0043	Out-of-State Travel Authorization File - (Documents approval to travel out of state)	3	Destroy after audit	5
F0044	Travel Voucher File - (MARS 34, MARS 34B, MARS 35, MARS 36 and MARS 37, if original hard copy is used as source document) - (In-state and out-of-state travel)	3	Transfer to the State Records Center. Destroy after audit	5
F0045	Travel Report - Monthly Closed Date: 7/1/99	3	Destroy after audit	
F0092	Out-of-Country Travel Authorization File - (DOA 28A)	3	Transfer to the State Records Center. Destroy after audit	5
F0046	Receiving/Inspection Records - (Documents receipt and inspection of goods purchased by agencies)	3	Transfer to the State Records Center. Destroy after audit	5

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0047	Equipment Inventory - (Annual listing) Closed Date: 7/1/99	3	Destroy after audit	
F0048	Request for Disposal of Equipment Closed Date: 7/1/99	3	Destroy after audit	
F0049	State-Owned Property - (Declared surplus)	8	Destroy after audit	
F0050	Fixed Asset Transfer File - (Documents the transfer of fixed assets between agencies)	1	Destroy eight years after termination of property ownership, and audit	
F0093	Fixed Asset Donated/Confiscated Acquisition File - (Provides an explanation of the acquisition of donated and confiscated assets)	1	Destroy eight years after termination of ownership of property, and audit	
F0094	Fixed Asset Inventory Listings Above \$500 - (Listing of assets valued above \$500 that are not accounted for in the Advantage Accounting System)	1	Destroy eight years after termination of ownership of property, and audit	
F0095	Fixed Asset Lost/Stolen Property File - (Documents value and status of lost or stolen property)	3	Transfer to the State Records Center. Destroy after audit	5
F0051	Order/Requisition - Stockroom Supplies Closed Date: 7/1/99	3	Destroy after audit	
F0058	Outstanding Encumbrance Report - (Monthly printout) Closed Date: 7/1/99	3	Destroy after audit	
F0059	Availability of Funds Report - (Daily run - printout) - (Documents the total balance of funds available for agency use as of a given date)	2 mo	Destroy	

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0060	Expenditure Detail Report - (Monthly printout) - (Documents a summary of all expenditures which have been spent from allotted funds)	3	Destroy after audit	
F0061	Expenditure Analysis Report - (Monthly printout) - (Documents a monthly analysis of departmental expenditures)	1	Destroy July-May reports after two months. Destroy June report after three years, and audit	
F0062	Imprest/Petty Cash Records - (Documents all petty cash records including: authorities, vouchers, summaries, reconciliation statements, encumbrances, journals and ledgers, and bank books) Closed Date: 7/1/99	3	Destroy after audit	
F0070	Request for Approval of Bank Account Closed Date: 7/1/99	3	Destroy	
F0071	Authorization for Inter-Bank Transfer Closed Date: 7/1/99	3	Destroy after audit	
F0072	Banking Record File - (Includes all records related to banking transactions, including deposit records, bank reconciliations, bank statements, cancelled checks, check registers, check stop payment memoranda)	3	Transfer to the State Records Center. Destroy after audit	5
F0074	Uniform State Financial Records - (Duplicate) - (Additional hard copies of fiscal records maintained in administrative units other than the Fiscal Office of record)	2	Destroy	
F0075	Proof of Necessity Closed Date: 7/1/99	1	Destroy three years after completion, termination or expiration, and audit	

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0076	Finance Closing Package - (Records used in the preparation of line items within the closing package) - (Includes real property)	3	Transfer to the State Records Center. Destroy after audit	5
F0077	Trip Ticket - (White copy) Closed Date: 7/1/99	3	Destroy after audit	
F0078	Work Order File - (All types) - (Approved requests for services to be provided to an agency by internal personnel, another state agency, or by external vendors)	3	Transfer to the State Records Center. Destroy after audit	5
F0079	Vendor File Maintenance Form - (D0A-58) Closed Date: 7/1/03	3	Destroy	
F0080	Agency Insurance Coverage Files - (Insurance policies for all real and personal property owned by the Commonwealth)	1	Destroy eight years after term of ownership ends, and audit	
F0081	Monthly Report Permanently Assigned Vehicles Form	3	Destroy after audit	
F0084	Procurement Card Program Documentation File - (Contains supporting documentation generated as a result of the program)	3	Transfer to the State Records Center. Destroy after audit	5
F0096	Procurement Card Holder Agreement - (Agreement signed between agency cardholder personnel and the bank administering the Procurement Card Program)	1	Destroy eight years after agreement has been superseded, and audit	

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0085	Management Administrative Reporting System (MARS) Supporting Documentation File - (Documents the supporting records (print screens) related to the pre-audit functions on MARS transactions. These records are created for internal verification, validation, and reference purposes and are duplications of information captured electronically in the system)	3	Destroy after audit	
F0097	Accounts Payable/Purchases - Adjustment File - (Documents the justification for adjustments to amounts owed by state agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0098	Accounts Receivable/Revenue/Fees - Adjustment/Write Off File - (Documents the records that indicate the causes for adjustments and documentation of collection efforts made to amounts owed to state agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0099	Agency Appropriation Adjustment Request Memoranda - (Documents the formal request submitted by state agencies for an adjustment of an appropriation enacted by the General Assembly)	2	Transfer to the State Records Center. Destroy after audit	3
F0100	Agency Price Lists/Catalogs for Agency Sales File - (Documents price lists and catalogs for all state agency sales activities)	1	Destroy eight years after lists/catalogs are updated, or expire	
F0101	Appraisals/Fair Market Documentation File - (Documents the formal written estimates of the value of real and personal property owned by state agencies)	1	Destroy eight years after term of ownership of the assets has ended	

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0102	Bid Score Sheet File - (Provides evidence of the bid scoring used in competitive solicitations by state agencies)	I	Destroy eight years after termination or award of contract, and audit	
F0103	Bills of Lading - (Documents a listing of the receipt of property for transport)	3	Transfer to the State Records Center. Destroy after audit	5
F0104	Bills of Sale - (Documents the records that attest to the transfer of property to or by a state agency)	I	Destroy eight years after the term of ownership has ended, and audit	
F0105	Campaign Finance Law Affidavit File - (Affidavits provided to state agencies that declare vendors do not have a campaign finance law violation)	I	Destroy eight years after expiration or termination of contract, and audit	
F0106	Credit Memoranda - (Substantiates the issuance and adjustment of credit memoranda issued by vendors or state agencies, and includes interagency credits)	3	Transfer to the State Records Center. Destroy after audit	5
F0107	Customer Order/Remittance Forms/Advices File - (Consists of forms that accompany payments sent to state agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0108	Daily Remittance Lists/Cash Receipt Log - (Documents incoming currency and checks from payers to state agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0109	Deed File - (Documents property owned by the Commonwealth)	P	Retain in agency	

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RECORDS RETENTION SCHEDULE

F-11

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0110	Fiscal Agent Statement File - (Documents periodic statements of financial activities carried out by fiscal agents on behalf of state agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0111	Agency Grant Project File - Federal and State - (Includes grant authorization records, which provide evidence of the award of grants; grant draw down requests submitted to grantors requesting an electronic transfer of grant funds; and grant/project financial or performance reports)	3	Transfer to the State Records Center. Destroy after audit	5
F0112	Investment Record File - (Includes broker confirmations, which are investment broker issued confirmations of the receipt and execution of orders to buy and sell investments; broker statements, which are periodic summaries of investment activities provided by investment brokers; and investment trade tickets, which are copies of orders to buy and sell investment securities issued to investment brokers)	I	Destroy eight years after the term of investment ends, and audit	
F0113	Legal Claim File - (Documents the monetary claims made in court against individuals or organizations that are made by state agencies)	I	Destroy eight years after settlement closure, and audit	
F0114	License Fee Documentation File - (A record of fees generated by issuance of licenses by state agencies)	8	Destroy after audit	
F0115	Warrant Fed Wire - Transfer - (Manual) - (Documents requests sent to the Department of the Treasury for the issuance of checks that are not processed through the regular payroll system)	8	Destroy after audit	

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0116	Name and Address Entry/Change Record File - (Documents the source records used to provide the name and address of vendors of and payers to state agencies)	3		5
F0117	Notes Payable - (A written promise by a purchaser to pay a stated amount at an agreed upon time)	1	Destroy eight years after term of liability ends, and audit	
F0118	Packing Slips - (Documents specific products delivered by vendors, internal and external, to agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0119	Lost Check Replacement Request File - (Documents requests to Department of the Treasury to produce check replacements)	3	Transfer to the State Records Center. Destroy after audit	5
F0120	Performance Bond Documentation File - (Documents that a vendor holds a performance bond when dealing with an agency)	1	Destroy eight years after the project with the vendor has ended, and audit	
F0122	Project/Grant Indirect Cost Charges Record File - (Establishes the basis for charging indirect expenditures to projects/grants or obtaining reimbursement for the expenditures from grantors)	3	Transfer to the State Records Center. Destroy after audit	5
F0123	Project/Grant Third Party Financial Report File - (Reports that establish fair market value for "in-kind" goods or services)	3	Transfer to the State Records Center. Destroy after audit	5

C = Confidential Record

I = Indefinite

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V = Vital Record

RECORDS RETENTION SCHEDULE

F-13

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0124	Property Condemnation Record File - (Pursuant to the Eminent Domain Act of Kentucky)	I	Destroy eight years after condemnation hearing or eight years after state ownership has ended, whichever is longer, and audit	
F0125	Sealed Bid Solicitation Record File - (Issued by vendors in response to solicitations from agencies)	I	Destroy eight years after termination of contract/award, and audit	
F0126	Shipping Order File - (Indicates the shipping status of goods purchased by agencies)	3	Transfer to the State Records Center	5
F0127	Special Purchase Authority Approval File - (Documents the agency authority to purchase goods otherwise purchased by the Finance and Administration Cabinet)	I	Destroy eight years after expiration of authority to purchase, and audit	
F0128	Statement of Securities File - (Documents the external-custodian-provided periodic statements of investment securities held on behalf of state agencies)	3	Transfer to the State Records Center. Destroy after audit	5
F0129	Surplus Property Delegation File - (Documents the authorization granted by the Finance and Administration Cabinet to state agencies to regularly dispose of surplus property)	I	Retain current authority, destroy all others when superseded	
F0130	Tax Exemption Authorization File - (Documents the authorization for sales and use tax exemption issued to state agencies by the Revenue Cabinet)	P	Retain in agency	

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RECORDS RETENTION SCHEDULE

F-14

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Fiscal Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
F0131	Title File - (Documents ownership of property by an agency)	I	Destroy eight years after disposal of property	
F0132	Transmittal Form File - (Documents the form that accompanies the currency and checks that are remitted to the Department of the Treasury for deposit in state depositories)	3	Transfer to the State Records Center. Destroy after audit	5



RECORDS RETENTION SCHEDULE

GENERAL SCHEDULE FOR STATE AGENCIES
Personnel and Payroll Records Section
Schedule Date: December 2003



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

Printed with State Funds

RECORDS RETENTION SCHEDULE

Signature Page

General Schedule for State Agencies

December 11, 2003

Agency

Schedule Date

Personnel and Payroll Records Section

Unit

Change Date

12/11/03

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

Chairman, State Archives and Records Commission

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

Appraisal Archivist

Date of Approval

State/Local Records Branch Manager

Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

RECORDS RETENTION SCHEDULE

P-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Personnel and Payroll Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
P0001	Personnel Folder - (Departmental copy) - (Original in Personnel Cabinet) - (May include information related to accrual of leave, payroll deductions, insurance, retirement, disciplinary actions, performance evaluations, and personnel actions) (C) KRS 61.878 (1) (a)	I	Destroy five years after termination of employment in the agency. NOTE: Should an employee transfer to another state agency, the Personnel Folder will transfer, as well, to the new agency. Termination is defined as "no longer an employee of state government"	
P0002	Personnel Record - (Division and/or subunit duplicate) (C) KRS 61.878 (1) (a)	I	Destroy two years after termination of employment in the division or subunit	
P0003	Application File - (For prospective employees not covered by merit examination registers)	3	Destroy if not hired. NOTE: If hired, place in Personnel Folder (P0001)	
P0004	Merit System Registers - (Duplicate) - (Original in the Personnel Cabinet)	2 mo	Destroy	
P0005	Annual Employee Performance Evaluation File - (Includes evaluation form and supporting documentation) (C) KRS 61.878 (1) (a)	I	Destroy five years after termination of employment in the agency	
P0006	Commonwealth Credit Union Deduction File (C) KRS 61.878 (1) (a)	3	Destroy after audit	

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RECORDS RETENTION SCHEDULE

P-2

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Personnel and Payroll Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
P0007	Bills for Employees Insurance Deduction - (Deducted from employee pay)	3	Destroy after audit	
P0008	P-1 Listing - (Documents all actions that affect employee status, such as promotions, increments, address changes)	3	Destroy	
P0009	Request for Refund on Payroll - (Requests for the refund of payroll issued to employees)	3	Transfer to the State Records Center. Destroy after audit	5
P0010	Request for Payroll Action Closed Date: 7/1/99	3	Destroy after audit	
P0011	Time and Attendance Report - (Time sheets, or cost distributions, prepared each pay period by employees for submission to appropriate payroll systems)	3	Transfer to the State Records Center. Destroy after audit	5
P0012	Request for Paid Overtime	3	Destroy after audit	
P0013	Overtime Compensation Declaration - (Documents an employee's selection at the start of employment to be paid or to receive compensatory time for hours worked in excess of a 40 hour work week)	3	Destroy after audit	
P0014	Sick Leave Sharing File - (Documents requests by employees to receive donated sick leave)	3	Destroy after audit	

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RECORDS RETENTION SCHEDULE

P-3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Personnel and Payroll Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
P0015	Payroll Reports Subject to Audit - (Computer Printouts May Include: Report 10-Payroll and Deduction Register; Report 15-Check Issued Register; Report 152 Payroll Register; Report 153-Payroll Distribution Charges; Report 154-Payroll Voucher; Report 156-Sick, Vacation, and Compensatory Accruals; Report 1001-Input Transaction List; Report 1006-Payroll Change Listing; Report 1009-Employee Diagnostics Listing; Report 1011-Employee Assumption Report) Closed Date: 7/1/99	3	Destroy after audit	
P0017	Payroll Verification Form - (Regular or Supplemental - P-20 and/or P-21) - (Duplicate - original in Personnel Cabinet) Closed Date: 7/1/99	3	Destroy after audit	
P0018	Schedule of Tax and Retirement Deductions (P-22) - (Duplicate - original in Personnel Cabinet) Closed Date: 7/1/03	3	Destroy after audit	
P0019	Schedule of Standard Payroll Deductions (P-23) - (Duplicate - original in Personnel Cabinet) Closed Date: 7/1/99	3	Destroy after audit	
P0020	Schedule of Payroll Distribution (P-24) - (Duplicate - original in Personnel Cabinet) Closed Date: 7/1/99	3	Destroy after audit	
P0021	Schedule of Earned Income Credit (P-25) - (Duplicate - original in Personnel Cabinet) Closed Date: 7/1/99	3	Destroy after audit	
P0025	Payroll Voucher - (DOA/SAS 27) - (Used for the production of paychecks that cannot be processed within the normal payroll time limits)	3	Transfer to the State Records Center. Destroy after audit	5

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RECORDS RETENTION SCHEDULE

P-4

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Personnel and Payroll Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
P0026	Supplementary Payroll Vouchers - (PE-6) - (Duplicate) Closed Date: 7/1/99	3	Destroy after audit	
P0027	Quarterly Earnings History Report Closed Date: 7/1/99 (C) KRS 61.878 (1) (a) Personal information	4	Destroy 4th quarter reports after four years. Destroy 1st, 2nd, and 3rd quarter reports upon receipt of 4th quarter report	
P0028	Employee Medical/Health File (C) KRS 61.878 (1) (a) Personal information	I	Destroy five years after termination of employment in the agency. NOTE: Should an employee transfer to another state agency, the Employee Medical/Health file will transfer, as well, to the new agency. Termination is defined as "no longer an employee of state government"	

RECORDS RETENTION SCHEDULE

P-5

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Personnel and Payroll Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
P0029	Bloodborne Pathogens File - State Employee (C) 29 CFR 1910.1030 Medical information (V)	I	Transfer to the State Records Center five years after termination of employment in the agency. NOTE: Should an employee transfer to another state agency, this series will transfer, as well, to the new agency. Termination is defined as "no longer an employee of state government"	25
P0030	Labor Statistics Log and Summary of Occupational Injuries & Illnesses	5	Destroy after audit	
P0031	Tuition Assistance Authorization File - (Documents financial assistance granted to employees for educational purposes) (C) KRS 61.878 (1) (a) - Grades	I	Destroy eight years after completion of courses, and audit	
P0032	W-2 and K-2 File	I	Destroy eight years after termination of employment, and audit	
P0033	W2 and K2 File - (Records issued to employees using payroll systems other than the state's Uniform Personnel Payroll System)	I	Destroy eight years after termination of employment, and audit	

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RECORDS RETENTION SCHEDULE

P-6

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Personnel and Payroll Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
P0034	Non UPPS Employee Change in Pay Status Record File - (Documents employee pay rates and status)	I	Destroy eight years after termination of employment	
P0035	Non UPPS Payroll Deduction Authorization Record File - (Documents employee requests for tax deductions from payroll checks) (C) KRS 61.878 (1) (a) Personal Information	I	Destroy eight years after termination of employment, and audit	
P0036	Non UPPS Payroll Employee Year-to-Date Earnings Record - (Documents an employee's earnings for a year up to a current pay period)	I	Destroy eight years after termination of employment, and audit	
P0037	Non UPPS Payroll History Record File - (Documents pay rates and payments made to employees during the term of their employment)	30	Destroy after audit	
P0038	Non UPPS Payroll Register Record File - (Listing of calculations of gross pay, all deductions and net pay for a specific pay period)	I	Destroy eight years after termination of employment, and audit	
P0039	Hiring Process Materials File - (Provides proof of decisions reached in the hiring process) - (Includes all written comments, including notations on applications, as well as those gathered during the actual interview and when references are checked; interview questions; resumes; leave balances; and copies of evaluations)	5	Destroy	

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RECORDS RETENTION SCHEDULE

GENERAL SCHEDULE FOR STATE AGENCIES

Miscellaneous Records Section

Schedule Date: December 2003



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Public Records Division
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RECORDS RETENTION SCHEDULE

Signature Page

General Schedule for State Agencies

Agency

Miscellaneous Records Section

Unit

December 11, 2003

Schedule Date

Change Date

12/11/03
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

State Archivist and Records Administrator
Director, Public Records Division

1-5-04
Date of Approval

Chairman, State Archives and Records Commission

12/01/03
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Wiana Moses
Records Analyst/Regional Administrator

12/3/03
Date of Approval

Jim Ingt
Appraisal Archivist

12/15/03
Date of Approval

Wiana Moses
State/Local Records Branch Manager

12/3/03
Date of Approval

The determination as set forth meets with my approval.

John Lee
Auditor of Public Accounts

12-11-03
Date of Approval

RECORDS RETENTION SCHEDULE

M-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Miscellaneous Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
M0001	Official Correspondence - (Documents major activities, organizational functions and programs of an agency and the important events in its history. It provides a record of policy evolution and formulation, how and why decisions are made, and the effect of those decisions upon an agency and its constituencies) - (May be in a manual or electronic format)	I	Transfer to the State Archives Center when administrative value has ceased	P
M0002	General Correspondence - (Correspondence that is of a non-policy nature that documents the general operations of an agency and which is not crucial to an understanding of the administrative history of the organization) - (May be in a manual or electronic format)	I	Retain no longer than two years	
M0003	Policies and Procedures - (Framework for the management of agencies and the administration of programs) - (May be in a manual or electronic format)	P	Retain one copy in the office of origin. Destroy duplicate copies when superseded.	
M0005	Administrative Orders - (Issued by heads of agencies) - (Provides direction on various policy issues that may be either internal or external to the agency)	P	Retain one copy in the office of origin. Destroy duplicate copies when superseded	
M0007	Publications Created By or For Agency - (Consists of any publication or report that is published, regardless of format, that documents agency-related functions or activities, and is for general public distribution. It does not include materials issued for internal administrative use) - (May be in manual or electronic format)	P	Forward two copies to the Publications Section of the Public Records Division when issued. Retain one copy in the agency. Destroy excess copies when no longer useful	P

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RECORDS RETENTION SCHEDULE

M-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Miscellaneous Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
M0008	Minutes of Meetings - (Includes any boards, commissions, councils, task forces, or similar bodies, that were established by statute or executive order, or that establish or administer policy) - (May be in manual or electronic format)	P	Forward one copy to the State Archives Center after each set of minutes has been approved. Retain one copy in the agency. Destroy excess copies when no longer needed	P
M0049	Recordings of Meetings - (May be audio or video) - (Recordings of boards, commissions, task forces established by statute or executive order, or those entities that establish or administer policy) (V)	I	Destroy 30 days after minutes have been transcribed and approved, unless challenged. NOTE: If minutes are challenged, recordings should be retained until final resolution	
M0009	Minutes - Agency Staff Meetings - (Internal meeting minutes)	3	Destroy	
M0010	Speeches by Administrative Heads - (Those written or recorded and given as a function of or in behalf of the agency)	P	Retain in agency	
M0011	Organizational Charts - (Record copy)	P	Retain one copy of each revision in the agency. Destroy excess copies when no longer needed	

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RECORDS RETENTION SCHEDULE

M-3

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Miscellaneous Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
M0014	Mission Statements - (Record copy) - (Documents the overarching role of the agency, both internally and externally)	P	Retain one copy in office of origin. Destroy excess or duplicate copies when no longer needed	
M0016	Request to Inspect Public Records - (Open records request) - (May be in either paper or electronic format)	I	Destroy when requested record is destroyed, and audit. (A transfer to the State Records Center may be accepted when identified with a scheduled series, and a retention period has been determined)	
M0017	Open Records Register - (Identifies date, name of requester, records requested)	5	Destroy	
M0018	Informational and Reference Material - (Documents materials of a non-technical or technical nature which may aid in the conduct of official agency business, but which are not critical to continued operations)	I	Destroy when no longer useful	
M0019	Legislative File - (Documents review of or proposed legislation or administrative regulations)	I	Destroy when no longer useful	
M0020	Newspaper Clipping File	I	Destroy when no longer useful	
M0021	Itinerary File - (Documents travel plans of agency administrators)	2 mo	Destroy	

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RECORDS RETENTION SCHEDULE

M-4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Miscellaneous Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
M0022	Annual or Summary Reports - (Provides essential and adequate documentation of agency transactions) - (May be in a manual or electronic format)	P	Forward two copies to Publications Section of the Public Records Division when issued. Retain one copy in the agency. Destroy excess copies when no longer useful	P
M0029	Activity Report - (Periodic) - (Information may be used to create annual or summary reports)	2	Destroy	
M0030	Time and Attendance Report - (Duplicate)	1	Destroy	
M0032	State Records Retention Schedule - (Duplicate - original retained by the Public Records Division) - (Provides the most current guidelines for the management of agency records)	I	Destroy when superseded and when no longer useful to the agency	
M0033	Records Transmittal File - (Permanent records) - (Agency locator copy) - (Original - Public Records Division) - (Documents the transfer of custody of records of continuing value to the State Archives Center)	P	Retain in agency	
M0034	Records Transmittal File - (Non-permanent records) - (Agency locator copy) - (Original - Public Records Division) - (Documents transfer of custody of records that are of non-permanent value to the State Records Center)	I	Destroy one year after destruction of the records	

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RECORDS RETENTION SCHEDULE

M-5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

General Schedule for State Agencies

Miscellaneous Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
M0035	Microfilm Quality Evaluation Form - (Duplicate) - (Original - Public Records Division) - (Documents that microfilm has met quality control requirements and archival standards, as required by the Department for Libraries and Archives)	P	Retain in agency	
M0040	Records Destruction Certificate File - (Agency copy) - (Original - Public Records Division) - (Documents that the destruction of records is in accordance with approved records retention schedules)	P	Retain in agency	
M0041	Request for Leave - (Documents employee requests to be absent from work, using annual, sick or compensatory leave time)	2 mo	Destroy	
M0042	Special Studies and Reports - (Unpublished studies and reports that can provide useful information about the organization, policies and procedures of an agency)	P	Transfer one copy to the State Archives Center after completion. Retain one copy in the agency. Destroy excess copies when no longer useful	P
M0043	Information Resource Plan File - (Documented current and projected agency information resources needs and expenditures) Closed Date: 7/1/99	6	Destroy	
M0045	Press Releases - (Documents agency events and activities that may be of interest to the public)	2	Destroy	

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RECORDS RETENTION SCHEDULE

M-6

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

General Schedule for State Agencies
Miscellaneous Records

Schedule Date: December 11, 2003

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
M0046	Video Recordings - State Agency Activities - (Documents state agency activities and functions and when deemed to be archival, provides for an understanding of the administrative history of the organization)	I	Transfer to the State Archives Center when administrative value has ceased. NOTE: All videos should be transferred. The permanent retention of the information will be determined by the State Archivist	P
M0047	Photographic File - State Agency Activities - (Documents state agency activities and functions and when deemed to be archival, provides for an understanding of the administrative history of an organization)	I	Transfer to the State Archives Center when administrative value has ceased. NOTE: All photographs should be transferred. The permanent retention of the information will be determined by the State Archivist	P

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